

AGENDA FORMAT

In order to determine how many continuing education hours will be awarded for a ½ day, full day, multi-day course, we will need a copy of the course agenda. The course agenda should include the following:

- Start and end times
- Scheduled break times in the morning and afternoon, if applicable.
- Scheduled lunch time, if applicable

Please keep in mind, if you have not yet finalized a course, send in a copy of the draft agenda so that we can at least get started with determining hours. We will work through the changes/revisions as we go along and adjust the CE hours as needed.

Attached is a sample agenda for your review and consideration.